

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Training and Career Development
Section No.: 16

Effective Date: 10/15/01
Supersedes Policy: 10/01/97

I. PURPOSE

The Board of Supervisors recognizes that well-trained and educated employees enhance County services. It is the Board's objective to provide employee training and career development in support of County employees and operations.

II. SCOPE

This policy applies to full-time permanent and part-time permanent employees. In addition, full-time temporary and part-time temporary employees may be provided training, if it is deemed beneficial to agency operations.

III. DEFINITIONS

A. County-wide Training

County-wide training is defined as training funded from a dedicated county reserve and administrated by the Human Resources Department. County-wide training consists of general training applicable to the majority of the workforce such as supervisory training, interpersonal skills development, computer application software classes, etc.

B. Department-specific Training

Department-specific training is defined as training funded in an individual departmental budget line for needs relating to the specific work requirements of the department.

IV. PROCEDURES

A. Providing Training Opportunities

1. Training and career development opportunities shall be made available in an equitable manner without regard race, color, religion, national origin, political affiliation, disability, age or sex.
2. Employee training and career development activities must be related to

organizational goals and objectives and enhance employee job performance.

B. Funding

1. As funding and resources are available, the County will offer training and career development programs which address organizational needs, skill development and acquisition of knowledge.
2. Expenditures for any individual employee to attend any single training or career development opportunity shall not exceed \$1,000. The \$1,000 limit is inclusive of travel, registration and other costs associated with the training or career development opportunity.
3. In those instances which may arise where funds for certain training or career development exceed the \$1,000 limit referenced in paragraph 2 above, the departmental director may make an appeal for an exception to policy. Such an appeal must demonstrate good cause and must be made through the County Administrator, to the Board of Supervisors.

C. Performance Evaluation Process

Training and career development should be an integral component of the performance evaluation and goal setting process between an employee and his/her supervisor.

D. Records Maintenance

A copy of all training and career development courses completed by employees requiring official County approval for expenditure of County funds shall be maintained in employee personnel records.